

LAYOFF MANUAL

<i>MAJOR AREA</i>	<i>SECTION NUMBER</i>
DEMOTIONAL PATTERNS	500

This section explains an important mechanic of the layoff process: Demotional Patterns.

PRIMARY DEMOTIONAL PATTERNS

These include classes at lower salary levels in the same series as the class of layoff, and classes in which specific employees formerly served in probationary or permanent appointments.

- An employee has primary demotional rights to lower classes in his/her class of layoff, whether or not he/she served in the classes. He/she must, of course, have sufficient seniority to "stick" in one of the classes.
- An employee has primary personal demotional rights to classes in other series in which he/she served (in any department) in probationary or permanent appointments, IF the layoff department uses the classes in the area of layoff, AND the employee has sufficient seniority to "stick."
 - When seniority scores are requested from DPA, it is critical that personal demotional rights are identified and scores are requested for those employees' personal demotional classes. If you are unaware of an employee's personal demotional rights and the employee later notifies you that he/she wishes to demote to a former class, you would have to then obtain seniority scores for that class to see if he/she has sufficient seniority to "stick" in the class, and what the impacts will be. This could delay the layoff process.
 - Personal demotional rights may be elected to any former class that is within transfer range or lower salary range of the class of layoff and is used in the area of layoff.
- An employee is eligible to be placed on general, departmental, and subdivisional reemployment lists for each class in a primary pattern through which he/she demotes.

SECONDARY DEMOTIONAL PATTERNS

The appointing power that is reducing staff may identify classes that are related to the layoff class and request that DPA approve them as secondary demotional classes. These may be any classes in which the similarity in duties and minimum qualifications to the layoff class indicates that employees in the layoff class will be able to perform the duties of the secondary demotional classes.

- The identification of a secondary demotional pattern is based on the requirements of the class of layoff not on any special qualifications of individual employees in the class of layoff.
- An employee is eligible to be placed on departmental and subdivisional reemployment lists for each class in a secondary demotional pattern through which he/she demotes.

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HOW IS IT DETERMINED WHETHER AN EMPLOYEE IS DEMOTED THROUGH THE PRIMARY AND SECONDARY PATTERN

An employee has the option to select demotion in either the primary (including personal) or secondary pattern in accordance with GC Section 19997.8, even if one pattern has vacancies and the other does not.

BUMPING RIGHTS

A layoff is limited to the appointing power that is reducing staff, and the "bumping" rights of employees are limited to that appointing power. In other words, an employee who is laid off by Department A cannot "bump" a less senior employee in Department B, even if the employee once worked there.

Following are sample demotional scenarios with demotional chart for your reference.

SAMPLE DEMOTIONAL SCENARIO AND CHART 1

SCENARIO: Department Y must abolish two of its four Staff Services Manager (SSM) III positions, and they are all filled. The Department has two SSM II (Managerial) and eight SSM II (Supervisory) positions, all of which are filled. The Department, however, has two vacancies in the SSM I class; therefore, the area of layoff only includes the SSM II (Managerial), SSM II (Supervisory) and SSM III classes, and those are the only classes for which seniority scores will be needed.

Seniority Scores:

SSM III - 300; 240; 230; 180

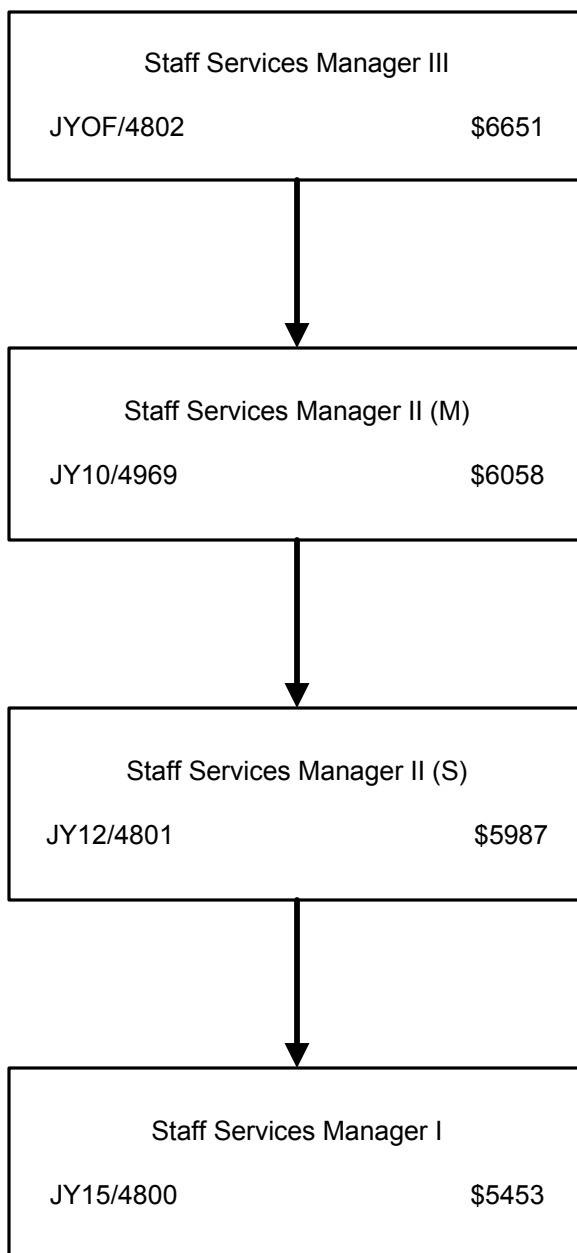
SSM II (M) - 325; 238

SSM II (S) - 260; 239; 235; 235; 232; 230; 229; 210

SSM III Level. The SSM III with a score of 240 has received a performance evaluation of "Improvement Needed" and has 12 points deducted from his score, leaving a score of 228. Therefore, this employee and the one with a score of 180 will be demoted, and the ones with scores of 300 and 230 will remain in the SSM III class.

SSM II Level

1. The employee with the score of 228 has the 12 points returned to his score when he demotes to the SSM II (Managerial) class. Therefore, he has enough seniority (240 points) to "bump" the employee with a score of 238 points, and that employee will be demoted to the SSM II (S) class.
2. The employee with a score of 180 does not have enough seniority to "bump" anyone in the SSM II (Managerial) class; therefore, he would be demoted to the SSM I class.

DEMOTION CHART**DEPARTMENT Y****Class: Staff Services Manager III****April 2002**

Primary _____

Approved:

POD Analyst: _____

Date: _____

SAMPLE DEMOTIONAL SCENARIO AND CHART 2

SCENARIO: Department W is abolishing five positions in four classes and there are no vacancies in the classes. One of four Staff Services Manager (SSM) I; one of five Associate Personnel Analyst (APA); one of five Associate Governmental Program Analyst (AGPA); and two of five Associate Budget Analyst (ABA) positions will be abolished. There are no vacancies in the lower Staff Services Analyst (SSA) class. One of the ABAs who is in jeopardy has prior service in the class of Associate Space Planner (ASP), a class used by Department W. Department W has no positions in the classes of Junior and Assistant Space Planner.

Seniority Scores:

SSM I	-	264; 240; 120; 110
APA	-	180; 120; 100; 94; 72
AGPA	-	196; 164; 110; 86; 75
ABA	-	185; 140; 108; 92; 65
ASP	-	174; 121; 90; 62
SSA	-	220; 120; 88; 33; 31

SSM I LEVEL. The SSM I could elect to demote to any one of the APA, AGPA, or ABA classes; however, in this scenario, she elects the ABA class.

APA; AGPA; ABA LEVEL

1. The APA with a score of 72, the AGPA with a score of 75, and the ABAs with scores of 92 and 65 will demote. In addition, since the SSM I has elected to demote to the ABA class, the ABA with a score of 108 will also demote.
2. The SSM I will "stick" in the ABA class.
3. The ABA with a score of 65 had prior service in the ASP class and elects to demote to it. The ASP with a score of 62 will be laid off since there are no positions for the incumbent to demote to, and the employee will be placed on reemployment lists for the ASP, and the Assistant and Junior Space Planner classes.
4. The APA (72), AGPA (75), and ABAs (108 and 92) will demote to SSA. Only the two ABAs have scores high enough to "stick" in the SSA class; therefore, the APA (72), AGPA (75), and two SSAs (33 and 31) will be laid off.

DEMOTION CHART

Department W

Classes:

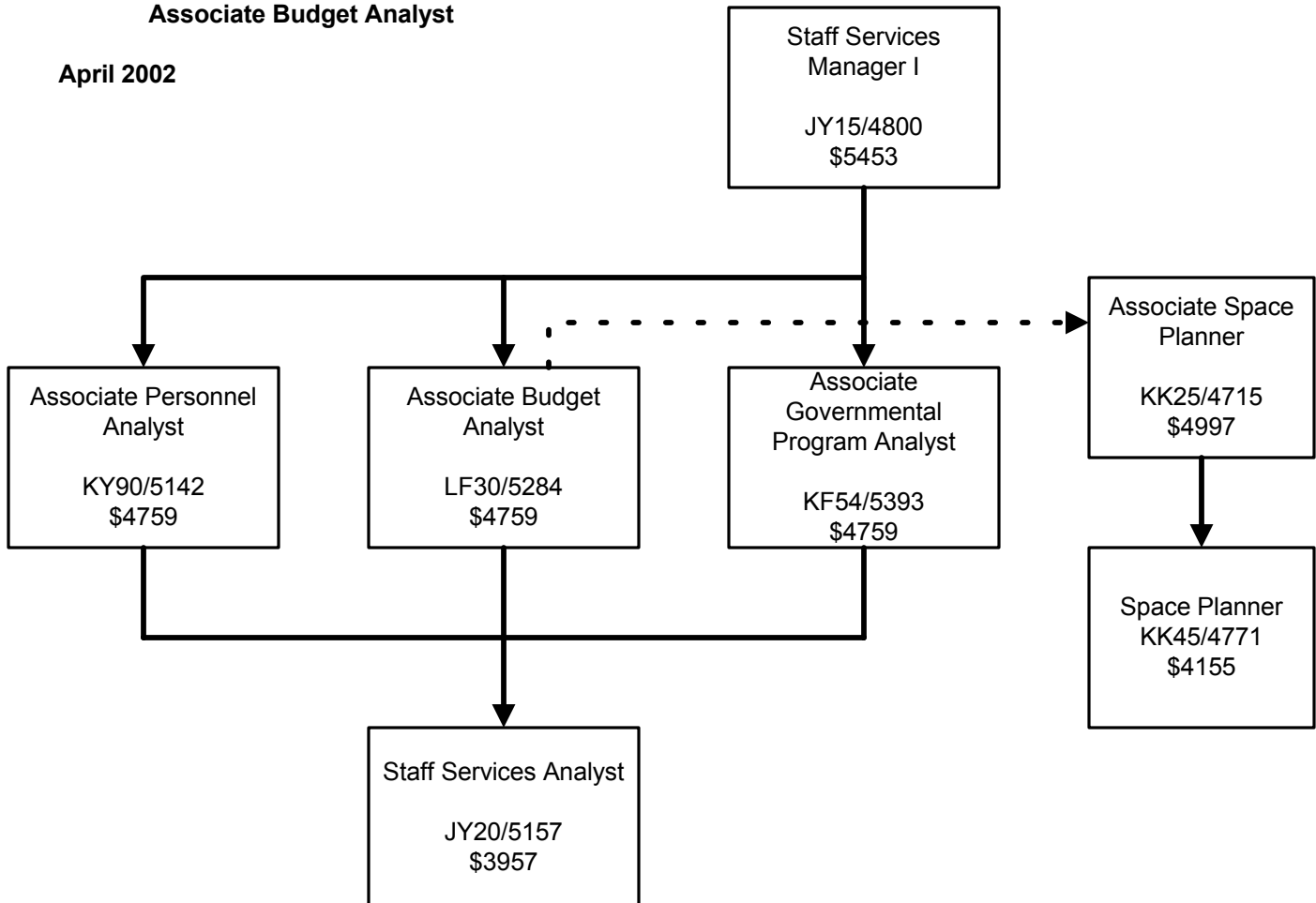
Staff Services Manager I

Associate Personnel Analyst

Associate Governmental Program Analyst

Associate Budget Analyst

April 2002



Primary Demotional Path = _____

Personal Demotional Path =

Approved:

POD Analyst: _____

Date: _____

SAMPLE DEMOTIONAL SCENARIO AND CHART 3

SCENARIO: Department X is abolishing one of its two Supervising Governmental Auditor I positions. There are no vacancies in the class or in any of the classes in the primary or secondary demotional patterns, and none of the incumbents has any personal demotional rights to other classes used in Department X.

Seniority Scores:

Supervising Governmental Auditor I	-	264; 216
Governmental Auditor III	-	300; 196; 193; 181
Senior Accounting Officer (Supervisor)	-	210
Governmental Auditor II	-	225; 188; 165; 142
Accounting Officer (Supervisor)	-	198; 172
Auditor I	-	18; 13; 11; 8
Accountant Trainee	-	21; 16; 11

SUPERVISING GOVERNMENTAL AUDITOR I. The incumbent with a score of 216 has the option of demoting to the primary demotional class of Governmental Auditor III or the secondary demotional class of Senior Accounting Officer (Supervisor) and has enough seniority to "stick" in either of the classes.

GOVERNMENTAL AUDITOR III. If the Supervising Governmental Auditor I demotes to this class, the incumbent with a score of 181 will be "bumped," and has the option of demoting to the Governmental Auditor II or the Senior Accounting Officer (Supervisor), and has enough seniority to "stick" in either of the two classes. If Governmental Auditor II is selected, the Governmental Auditor II with a score of 142 will be "bumped" and has the option of demoting to the Auditor I or Accountant Trainee and "bumping" the incumbent with the lowest seniority in either class, and that person will be laid off. If Accounting Officer (Supervisor) is selected, the Accounting Officer (Supervisor) with a score of 172 will be "bumped" and has the option of demoting to the primary demotional class of Accountant Trainee or the secondary demotional class of Auditor I and "bumping" the incumbent with the lowest seniority in either class, and that person will be laid off.

SENIOR ACCOUNTING OFFICER (SUPERVISOR). If the Supervising Governmental Auditor I demotes to this class, the sole incumbent, who has a score of 210, will be "bumped," and has the option of demoting to the primary class of Accounting Officer (Supervisor) or the secondary class of Governmental Auditor II, and has enough seniority to "stick" in either class. If Accounting Officer (Supervisor) is selected, the Accounting Officer (Supervisor) with a score of 172 will be "bumped" and has the option of demoting to the primary demotional class of Accountant Trainee or the secondary demotional class of Auditor I and "bumping" the incumbent in either class with the lowest

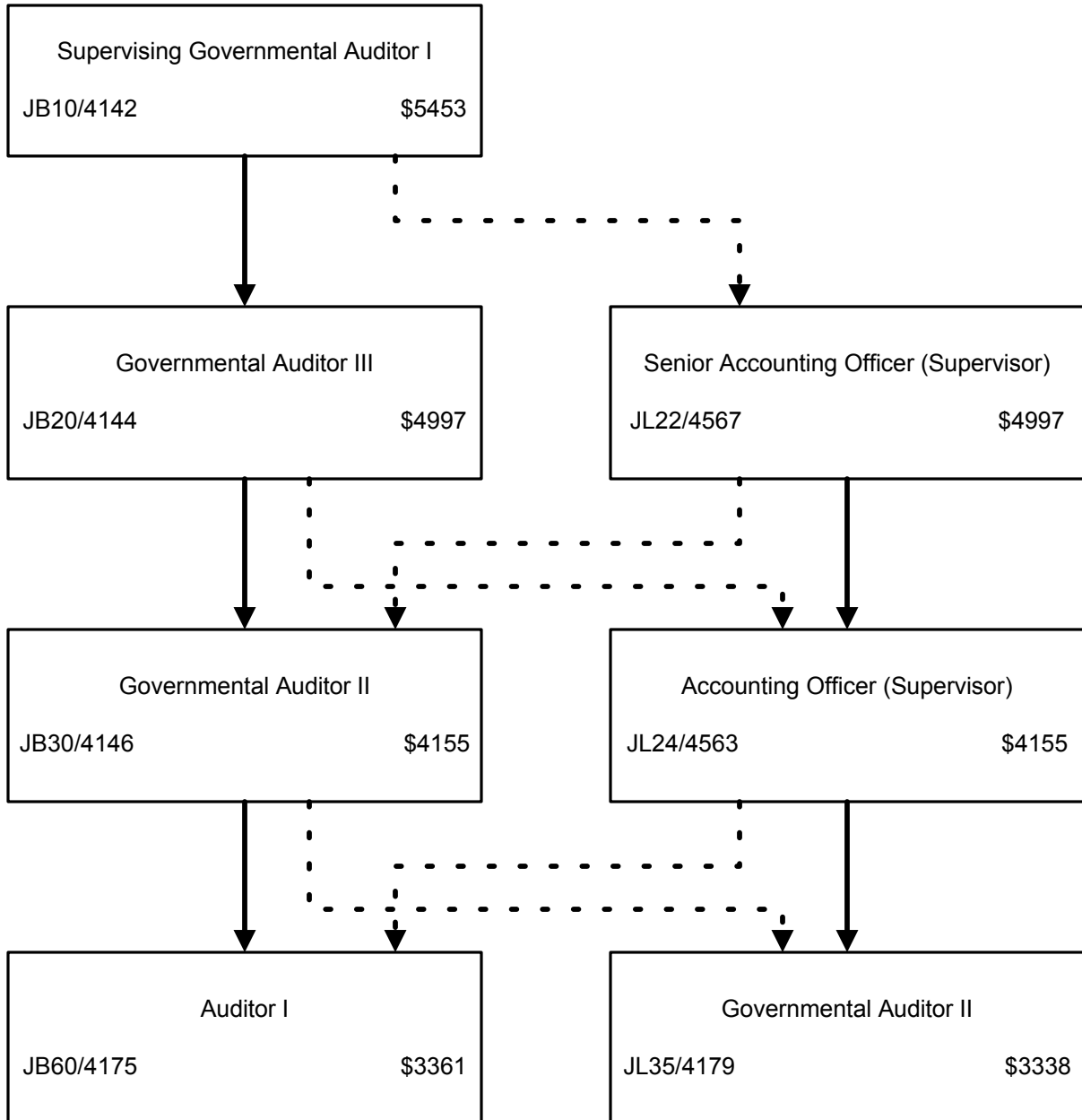
seniority score, and that person will be laid off. If Governmental Auditor II is selected, the Governmental Auditor II with a seniority score of 142 will be "bumped" and has an option of demoting to the primary demotional class of Auditor I or the secondary demotional class of Accountant Trainee and "bumping" the incumbent in either class with the lowest seniority score, and that person will be laid off.

DEMOTION CHART

DEPARTMENT X

Class: Supervising Governmental Auditor I

April 2002



Primary



Approved:

POD Analyst: _____

Secondary



Date: _____